TEAMS Screen Guide EXBN - 800.S.5

# **EXBN** – Extended Benefits Notification History

This screen is used for tracking the original Extended Benefit Notification/Application Request form, and to request a copy be mailed to the participant, or to the worker.

EXBN	EX	TENDED BI	ENEFITS NOTIF			10/23/01 KIM C	092905	
CASE NAME: LOU, LORRETTA CASE NUMBER: 000002 SEND COPY								
_		DATE MAILED	PERSON NAME			TTL MM		
	*	102701	LORRETTA	058	LENNY	059		
		102601	LORRETTA	058	LENNY	059		
TM901936 '*' - NOTICE IS A COPY PF6 = FIRST PAGE PF7 = PAGE BACKWARD PF8 = PAGE FORWARD NEXT>								

Open arrow = Optional Field.

# **Optional Fields**

#### SEND COPY PTCP

This field is used to direct TEAMS to create another copy of the Extended Benefits Notification and mail it to the participant.

#### SEND COPY WRKR

This field is used to direct TEAMS to create another copy of the Extended Benefits Notification and mail it to the worker at the county office.

### **Display Fields**

#### CASE NAME

The case name (Primary Information person) is displayed.

### CASE NUMBER

The TEAMS case number is displayed.

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### DATE MAILED

The date the notification was mailed by TEAMS is displayed.

### PERSON NAME

The first name of a person included on the notification is displayed.

# TTL MM

The number of months on the person's MT TANF timeclock is displayed.

# **Navigation Fields and Fkeys**

NEXT>	This field allows the user to access the next desired screen by typing the screen name.				
F2	The F2 key returns to the last TEAMS menu that was accessed.				
F3	The F3 key returns to the SYSE (System Selection) menu.				
F6	The F6 key accesses the first page of this screen, if page 1 is not already displayed.				
F7	The F7 key pages back (up).				
F8	The F8 key pages forward (down).				
F10	The F10 key accesses the CANO (Case Notes) screen.				